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## **CITY OF OREGON CITY ARTS COMMISSION AGENDA**

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City Hall Chambers, 625 Center St., Oregon City, OR 97045

Thursday, April 17, 2025 at 7:00 PM

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Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email [agriffin@orc.org](mailto:agriffin@orc.org) or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)

- Email [agriffin@orc.org](mailto:agriffin@orc.org) (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

- Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045
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### **1. CALL TO ORDER AND ROLL CALL**

### **2. ADOPTION OF THE AGENDA**

### **3. APPROVAL OF MINUTES**

- a. Approval of Minutes from February 20, 2025
- b. Approval of Minutes from March 20, 2025

### **4. PUBLIC COMMENT**

*Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Arts Commission.*

### **5. DISCUSSION ITEMS**

- a. Public Art Renovation Grant Staff Update (Ann) - 10 min
- b. Art Show Sub-Committee Update and Beneficiary (Amanda and Josh) – 10 min
- c. Art for Every Heart Contest Update (Joyce and Emma) – 10 min
- d. Website Update (Rebecca) – 5 min
- e. Artist Spotlight Suggestions (Ann) – 5 min
- f. Review May Report to City Commission (Josh) – 10 min
- g. Willamette Corridor Art Letter of Interest (Amy) - 10 minutes

### **6. COMMUNICATIONS**

### **7. ADJOURNMENT**

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## **PUBLIC COMMENT GUIDELINES**

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Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name,

proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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### **ADA NOTICE**

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The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

**Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.**

**Video Streaming & Broadcasts:** The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

**Oregon City Arts Commission  
February 20, 2025**

**I. Call to Order and Roll Call**

Chair Josh Planton called the meeting to order. Staff (Ann Griffin) conducted the roll call. Present were Amanda Dexter, Joyce La Master, Daria Loi, Emma Lugo, Quire, Josh Planton, Rebecca Sira, and Amy Wilson. Myriam Ravenwise had an excused absence.

**II. Adoption of the Agenda**

Chair Planton noted that he and Rebecca had met with the City Recorder, Jakob Wiley, to discuss their roles as chair and vice chair. The City Recorder suggested adding times to the agenda to help keep conversations more structured, though Chair Planton emphasized these were guidelines rather than strict timings.

*Daria moved to approve the agenda. Quire seconded. The motion passed unanimously.*

**III. APPROVAL OF MINUTES**

**Approval of Minutes from January 16, 2025**

Chair Planton noted one correction to the January 16th minutes - the adjourning time should be 8:52 PM rather than 7:52 PM.

*Amy moved to approve the minutes as amended. Daria seconded. The minutes were unanimously approved.*

**IV. PUBLIC COMMENT**

No public comments were received.

**V. PRESENTATIONS**

**Budget Presentation, Matt Zook (Finance Director) and James Graham (Economic Development Manager)**

James Graham began by explaining the budget process for the new biennium (2025-2027). He emphasized that allocated funds must be spent within the fiscal year and cannot carry over to the next biennium. He stressed the importance of grant recipients spending awarded funds within the fiscal year as well.

Matt Zook then presented the Oregon City Arts Commission statement of financial resources and expenditures as of February 14, 2025. He explained that \$32,600 in unspent funds from the 2021-2023 biennium had been reinstated, increasing the projected net balance to \$36,206.72.

Zook detailed the various funding sources, including the economic development budget, public art restoration funds, and enhancement grants. He noted that \$56,000 had been

spent out of a combined \$121,000, with \$29,200 projected to be spent by the end of the fiscal year.

James Graham mentioned he had requested \$50,000 for the Arts Commission in the upcoming biennium budget proposal, an increase from the previous \$40,000.

Commission members asked clarifying questions about spending deadlines and procedures. Graham and Zook emphasized that all work must be completed and paid for by June 30th. They advised being careful with contracts and suggested considering events or performances as ways to quickly and effectively use the remaining funds.

The commission discussed potential strategies for using the funds before the deadline, including commissioning artwork, hosting events, or partnering with other organizations. They also considered the need to plan for the next biennium's budget.

## **VI. DISCUSSION ITEMS**

### **Arts Commission Annual Calendar - Josh Planton (7:45 to 7:50)**

Chair Planton presented a template for an annual calendar to help plan agendas and brainstorming sessions. He requested that commissioners send in events and related items to be included. The draft calendar included holidays, Arts Commission meetings and Last Thursday events.

Commissioners discussed the potential for making the calendar public-facing in the future and adding various types of events and deadlines. They also addressed concerns about accessibility and how sharing editing of a document could potentially be considered an online meeting.

### **New Arts Commission Website (7:50 to 8:00)**

James Graham announced that the Arts Commission would be allowed to have its own self-managed website. He explained that the city would purchase and own the domain name, but the commission would have control over the content. Graham mentioned that a memorandum of understanding outlining protocols would be presented at the next meeting.

The commission discussed using Squarespace for the website and the potential domain name of OCArtscommission.com. Rebecca Sira volunteered to take the lead in designing the site. The commission also discussed the possibility of hiring someone to execute the technical aspects of building the website.

Graham also mentioned that arrangements had been made for the commission to have access to post on the city's Facebook and Instagram accounts through Ann Griffin.

### **Retreat Preparation - Identification of Priorities for 2025 (8:00 to 8:15)**

Ann Griffin distributed the agenda for the upcoming retreat on February 27, 2025, from 6:15 PM to 9:00 PM at Willamette Falls Studios. The commission discussed adding the website MOU to the agenda and extending the meeting time. They also arranged for food contributions and discussed seating arrangements to facilitate better communication during the retreat.

### **Update on Public Art Renovation Grant - Ann Griffin (8:15 to 8:20)**

Ann Griffin reported that two experienced muralists had submitted qualified vendor applications for the public art renovation grant. She was in communication with private property owners about potential mural renovations. The commission discussed the tight timeline for completing projects by the end of June and the possibility of including the Salmon Bench in renovation plans.

## **VII. COMMUNICATIONS**

Several announcements were made:

- An event at Corcilla Cellars will take place the following night (2/21), hosted by Clackamas County Art Alliance.
- An international abstract art show opening on March 8th at Imperfecta, featuring local artists including Rebecca Sira.
- An art auction fundraiser on March 23rd to support a gallery in LA that was destroyed by fire.
- Oregon City Porch Fest is scheduled for August 8th and 9th, 2025.
- A fundraiser for Porch Fest will be held at the Arch Bridge Taproom on March 20th.

## **ADJOURNMENT**

Chair Planton thanked Ann Griffin for her work on various projects. The meeting was adjourned at 8:35.

## **Oregon City Arts Commission – March 20, 2025**

### **I. Call to Order and Roll Call**

Josh Planton called the meeting to order. Staff called the roll. The following members were present:

Amanda Dexter, Joyce LaMaster, Daria Loi, Emma Lugo, Josh Planton, Myra Ravenwise, Quire, Rebecca Sira, and Amy Wilson. James Graham, Economic Development Manager, was also present.

Rebecca Sira participated via Zoom.

### **II. Adoption of the Agenda**

The Chair proposed several changes to the posted agenda:

- Postponing approval of February 27 meeting minutes (due to time constraints)
- Adding discussion of Clackamas County Arts Alliance Public Art Commission Committee
- Adding discussion of City Sponsored Public Event grant funding round two
- Adding discussion of Clackamas County Cultural Coalition project grant program
- Adding a brief outline of the May Commission meeting presentation

*Quire moved to approve the agenda with the proposed changes. The video recording did not capture who seconded the motion. The motion passed unanimously.*

### **III. Approval of Minutes**

#### **Approve Minutes from February 27, 2025**

This item was postponed.

### **IV. Public Comment**

Ariella Sophie Sternberg from the Clackamas County Arts Alliance extended an invitation to the commission members to join a committee for municipal arts commissions around the county. She explained it was an opportunity to connect and collaborate with other arts commissions and groups.

Ariella also mentioned the Clackamas County Cultural Coalition's new grant cycle, offering grants up to \$5,000 for arts projects.

### **V. Discussion Items**

#### **A. Approval of MOU with the City**

The commission reviewed the Memorandum of Understanding (MOU) with the city, which they discussed at their February retreat. The MOU outlines the relationship among the City's IT, Communications and Economic Development Departments and the Arts Commission for the purpose of creating an Arts Commission website.

*Amy moved to approve the MOU. The video recording did not capture who seconded the motion. The motion passed unanimously.*

## **B. Introduction of Arts Commission Protocols**

Daria presented a draft of the Arts Commission protocols. She explained that the document was meant to clarify the role of the commission and decision-making processes. It was noted that there had been some changes made to the document that Daria was not involved in.

Ann clarified that the protocols were governing documents for how commissioners interact with each other. She mentioned that the bylaws and municipal code were also included as reference documents. She explained that the City Recorder team suggested the edits related to the selection of new Arts Commissioners, as this is a process that they generally manage, not only for the Arts Commission but for the other volunteer Commissions as well.

The group discussed the composition of the Arts Commission as described in the Bylaws, noting that the current membership didn't fully align with the stated requirements for representation from various art and community organizations.

James Graham advised that the protocols should focus on issues not covered in the Bylaws or municipal code, such as a code of ethics specific to the commission.

It was decided that staff would work with interested commissioners to compare the protocols with the bylaws and municipal code to avoid repetition and focus on commission-specific matters.

## **C. 2025 Arts Commission Projects**

The commission discussed four proposed projects:

- Artist/Author Talk and Poetry Reading
- Art Show Performance Event
- Arts for Every Heart Contest
- Website Collateral Development

### *Artist/Author Talk and Poetry Reading*

Emma and Myra presented their proposal for a series of talks featuring notable scholars, writers, and public speakers. They suggested potential speakers and venues, with an estimated budget of \$14,000 for four events.

### *Art Show Performance Event*

Quire and Amanda presented their proposal for an art show and fundraiser event. The event would feature small artworks on 6x6" panels, sold for \$40 each, with proceeds split between the artists and the commission. They discussed potential venues and logistics, with an estimated budget of \$8,000.

### *Arts for Every Heart Contest*

Emma and Joyce presented two different proposals for this project. Joyce's proposal involved a multi-category art contest for various age groups, while Emma's proposal suggested a billboard campaign featuring artwork representing the "Art for Every Heart" slogan. The billboard proposal had an estimated budget of \$36,000.

### *Website Collateral Development*

Rebecca and Ann reported on their research for website development and collateral. They recommended working with a local company to create a WordPress site, with an estimated budget of \$5,000 for the website and collateral design and printing.

After extensive discussion about the proposed projects, budget considerations, and the desire to support art programs in Oregon City schools, the commission decided to modify their approach. They agreed to allocate funds as follows:

- \$10,400 for the Art Show Performance Event. Proposed date of June 14.
- \$2,000 for the Arts for Every Heart Contest
- \$5,000 for website and collateral development
- \$15,200 for Oregon City School art programs

The commission also decided to form a committee to plan the Art Show Performance Event and to hire a project manager to assist with the event organization.

*Quire moved to approve the budget allocation for the events and projects as shown, and to grant authority to the identified project leads to make decisions on behalf of the Arts Commission within the approved budget. Myra seconded the motion. The motion passed unanimously.*

### **D. Update on Public Art Renovation Grant**

Ann provided an update on the \$28,000 in restoration funds available for public art projects. She mentioned ongoing discussions about potential projects, including repairs to the Hopp Family Photo mural, the mural at DC Latourette Park, and the Elevations in Transition frame project at the municipal elevator.

### **E. Review Initial Strategic Planning Initiatives**

The Chair mentioned that he had drafted some strategic planning initiatives and would have Ann send them out to the group for feedback. He emphasized the importance of developing a strategic plan for the year.

### **F. Article for Oregon City Trail News**

The commission discussed submitting content for the Oregon City Trail News spring or summer edition, with a due date of April 14. They agreed to use this opportunity to advertise their upcoming event.

## **VI. Communications**

### **May Commission Meeting Presentation**

The Chair mentioned that he had started drafting an outline for a presentation to the City Commission about the Arts Commission's work and upcoming events. He would send it out for feedback before the next meeting.

### **Clackamas Arts Alliance Public Art Commission Committee**

*Quire moved to approve Amy and Joyce as representatives of the Oregon City Arts Commission on the Clackamas County Arts Alliance Public Art Commission Committee. Myra seconded the motion. The motion passed unanimously.*

### **Clackamas County Cultural Coalition Grant Program**

The commission discussed applying for a grant from the Clackamas County Cultural Coalition, with applications due by April 17 for grants up to \$5,000.

*\_\_\_\_\_ moved to apply for the Clackamas County Cultural Coalition Grant Program, with the Chair taking the lead on the application. \_\_\_\_\_ seconded the motion. The motion passed unanimously.*

### **City Sponsored Public Event Funding**

The Chair mentioned that the second round of public event funding would start on March 27 and go until May 26. He suggested that the commission review the information and consider applying in the future.

### **Adjournment**

The meeting was adjourned before 9:00 PM.

West Linn Arts & Culture Commission  
Arts Council of Lake Oswego  
Oregon City Arts Commission  
Clackamas County Arts Alliance

[Date]

To: The City Council of West Linn, the City Council of Lake Oswego, the City Commission of Oregon City and the Clackamas County Board of County Commissioners

Subject: Letter of Intent – ***Willamette Corridor: Connecting Communities Through Art***

Dear City Council Members & Board of County Commissioners:

We, the Arts & Culture Commission of West Linn, the Arts Council of Lake Oswego, and the Oregon City Arts Commission, are pleased to submit this Letter of Intent outlining our collective vision for an art collaboration along the Willamette River and in the areas along Highway 43 titled ***“Willamette Corridor: Connecting Communities Through Art.”*** This initiative represents a unique opportunity to invest our “percentage of the arts” funds and additional resources into a meaningful, collaborative effort between our three cities. Our goal is to create a cohesive series of permanent art installations in key public spaces along the highway and in the existing or soon-to-be-developed connecting paths, walkways and bikeways, uniting our communities through a shared artistic and historical narrative.

**Project Vision:**

Under the theme ***“Willamette Corridor: Connecting Communities Through Art,”*** this initiative will feature local artists whose work honors the rich history of our region, including Indigenous heritage and the settlers who shaped our communities. By integrating art into the public spaces along Highways 43 and 99E – including shared pathways and gathering areas - we aim to create a lasting cultural landmark that fosters community engagement and civic pride.

**Stakeholder Engagement:**

Initial discussions have already occurred between key stakeholders: Nicole Nathan (Executive Director, **Arts Council of Lake Oswego**), Ann Griffin (**Oregon City Arts Commission**), Julie Matthiessen & Shatrine Krake (**West Linn Arts & Culture Commission**), and Dianne Alves & Ariella-Sophie Sternberg (Executive Director & Community Outreach & Engagement Manager, **Clackamas County Arts Alliance**).

Additionally, we have received strong support from John Williams (City Manager, West Linn), Doug Erickson & Kristen Christnacht (Liaisons, West Linn Arts & Culture Commission), Megan Big John (Parks & Recreation Director, West Linn), and Chris Myers (Project Manager, West Linn Vision 43 Initiative). Moving forward, we intend to also engage

**TriMet’s Public Art Program** and other potential partners, such as the **Willamette Falls & Landings Heritage Area Coalition** and the **Confederated Tribes of the Grand Ronde**.

**Next Steps:**

Upon securing support from all three city councils and the Board of County Commissioners, we plan to:

- Identify additional stakeholders and funding sources
- Determine specific locations along Highways 43 & 99E for permanent art installations
- Collaborate with artist leadership to develop a thematic framework
- Establish a long-term project timeline (estimated 3-5 years)

We believe this initiative has the potential to enrich our communities by celebrating our shared history and enhancing public spaces with meaningful, locally inspired artwork. We appreciate your review of this proposal and look forward to your support in bringing ***“Willamette Corridor: Connecting Communities Through Art”*** to life.

Sincerely,

West Linn Arts & Culture Commission  
Arts Council of Lake Oswego  
Oregon City Arts Commission  
Clackamas County Arts Alliance